

## **Appendix A: Privacy Statement on Website Privacy Policy**

At Grace Church we collect different types of information about our users for the following main reasons:

- To provide a web site where email is used to communicate with the users.
- To provide a security mechanism whereby we can restrict content to certain groups of users.
- To help us to improve the service we offer.

### **Our principles**

We are absolutely committed to protecting your privacy. Our policy can be summarised in one sentence: we will not share your information with others without your consent.

We have established the following two principles:

- We will respect your email privacy. You will only receive emails from Grace Church in relation to areas which we believe will be relevant to you.
- We will not share any individual user details (including your email address) to any third party without your consent.

### **What information do we collect?**

We collect information on our users through them providing that information to us voluntarily through a variety of means.

### **Who will have access to your information?**

Grace Church staff and appropriate leaders will have access to your contact information. You can opt out of sharing your details on the church website at any point by emailing [dave@gracecentre.org.uk](mailto:dave@gracecentre.org.uk)

### **What else you should know about privacy?**

Remember to close your browser when you have finished your user session. This is to ensure that others cannot access your personal information and correspondence if you share a computer with someone else or are using a computer in a public place like a library or Internet cafe. You as an individual are responsible for the security of, and access to, your own computer.

Please be aware that whenever you voluntarily disclose personal information over the Internet that this information can be collected and used by others. In short, if you post personal information in publicly accessible online forums, you may receive unsolicited messages from other parties in return. Ultimately, you are solely responsible for maintaining the secrecy of your usernames and passwords and any account information. Please be careful and responsible whenever you are using the Internet.

Our pages may contain links to other websites, and you should be aware that we are not responsible for the privacy practices on other websites.

### **Any Questions?**

Contact us via email at [steph@gracecentre.org.uk](mailto:steph@gracecentre.org.uk)